

GENERAL FILE INDEX

FME FILING SYSTEM – OFFICE OF DIRECTOR

ALPHABETICAL – MAJOR CATEGORIES

ALPHABETICAL – SUB CATEGORIES

A	Administrative Files Annual Report – (Cross Reference)
B	Budget Building Files (General – not project specific)
C	CHRONO Files  Correspondence FME - IN FME - OUT  NCI - IN NCI - OUT  Codes Committees/Meetings Contracts (SAIC AND BECHTEL)
D-E	Departments - Building Managers - O&M (Broken down by shop) - Project Controls - PME
F-G	Personnel Files (Sensitive Material) (Cross Reference) Goals/Initiatives/Performance (Cross Reference)
H-I-J	Indexes (Files for OD/PME/Others) Injury Reports (O&M takes action if needed/does report/keeps file) Invoices (Temporary/Long /Short Term Employees) (PME keeps file) Initiatives/Goals/Performance (Cross Reference)
K-L-M	Management (SAIC) Management (FME)
N-O	

P	Personnel Files – OD/PC/Building Managers (Files in OD Office) Personnel Files – O&M (Files in O&M Office) Personnel Files – PME (Files in PME Office) Performance Reviews (Breakdown by Department) Policy and Procedures Purchasing <ul style="list-style-type: none"><li>- Credit Card</li><li>- Purchase Requests</li><li>- Warehouse Requisitions</li></ul>
Q-R	Reports (Breakdown – Cross Reference) Reorganization (FME) Report-FPSR (Cross Reference–reports with Project Controls and Information)
S	Safety (SEPP) (Breakdown) Schedules Self-Evaluation Space SUSPENSE FILE - ALL TIME SENSITIVE ACTIONS (Yellow Tasks, etc) Staffing
TUV	Time Cards Correspondence Training Travel
W-X-Y-Z	Work Processes